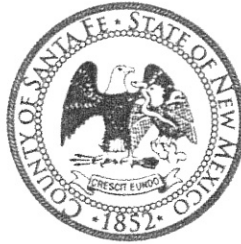


**Henry Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4


**Ed Moreno**  
Commissioner, District 5


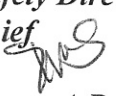
**Katherine Miller**  
County Manager

## **MEMORANDUM**

**DATE:** *March 26, 2019*

**TO:** *Santa Fe County Board of County Commissioners*

**FROM:** *Erika Thomas, Budget Administrator* 

**VIA:** *Katherine Miller, County Manager*  
*Pablo Sedillo, Public Safety Director*   
*David Sperling, Fire Chief* 

**RE:** *Resolution No. 2019-\_\_\_\_, A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) for the VFA Grant Award in the amount of \$11,000 (Finance Division/Erika Thomas)*

---

### **SUMMARY:**

The Finance Division requests approval of this resolution to budget an increase to the Fire Operations Fund (244) for the Chimayo Fire District in the amount of \$11,000.

### **BACKGROUND:**

On February 22, 2019, The Chimayo Fire District was awarded a grant through the Volunteer Fire Assistance Program awarded from the State Energy, Mineral and Natural Resources Department to Santa Fe County (Grant Agreement #19-521-0410-0169). This grant will be used to purchase Personal Protection Equipment (PPE) and/or Firefighting Equipment (FFE) for the volunteer members. The grant requires a 10% match by the County which will come from the Fire Protection Fund (209). The Santa Fe County Fire Department has been given authorization to use this funding for the grant match from the State Fire Marshal's Office.

<b>GRANT: #19-521-0410-0169</b>
AMOUNT: \$12,100.00
• The Chimayo Fire District
GRANT MATCH: \$1,100.00
GRANT AMOUNT: \$11,000.00

### **ACTION REQUESTED:**

The Finance Division requests approval of this resolution to increase the budget in the amount of \$11,000 to the Fire Operations Fund (244) Chimayo District for the VFA Grant Award.



# SANTA FE COUNTY

Page 1 of 4

## RESOLUTION 2019 - \_\_\_\_\_

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on March 26, 2019, did request the following budget adjustment:

Department / Division: Fire Department/Chimayo District Fund Name: Fire Operations (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2019 (July 1, 2018 - June 30, 2019)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0831	372	19-00	VFA Grant / Federal	11,000	
					11,000	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0831	422	6002	Supplies / Safety Supplies	11,000	
					11,000	

Requesting Department Approval: [Signature] Title: Fire Chief Date: 3/12/19

Finance Department Approval: [Signature] Date: 3/12/19 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

Log # 1264

# SANTA FE COUNTY

## RESOLUTION 2019 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

On February 22, 2019, The Chimayo Fire District was awarded a grant through the Volunteer Fire Assistance Program awarded from the State Energy, Mineral and Natural Resources Department to Santa Fe County (Grant Agreement #19-521-0410-0169). This grant will be used to purchase Personal Protection Equipment (PPE) and/or Firefighting Equipment (FFE) for the volunteer members.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense X



# SANTA BARBARA COUNTY

## RESOLUTION 2019 - \_\_\_\_\_

Page 3 of 4

ATTACH ADDITIONAL SHEETS IF NECESSARY.

### DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES        NO X
  - b) Does this include state or federal funds? YES X NO         
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of grant award letter and proposed budget. USDA Forest Service
  - c) Is this request a result of Commission action? YES        NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request. 209 Fire Fund Distribution grant match in the amount of \$1,100 (approved by the State Fire Marshal's Office)

# SANTA FE COUNTY

Page 4 of 4

## RESOLUTION 2019 - \_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

**Approved, Adopted, and Passed This \_\_\_\_\_ Day of \_\_\_\_\_, 2019.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Anna T. Hamilton, Chair

**ATTEST:**

\_\_\_\_\_  
Geraldine Salazar, County Clerk

State of New Mexico  
Energy, Minerals and Natural Resources Department

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Michelle Lujan Grisham  
Governor

Sarah Cottrell Propst  
Cabinet Secretary

Todd E. Leahy, JD, PhD  
Deputy Cabinet Secretary

Donald Griego, State Forester  
State Forestry Division



February 22, 2019

Katherine Miller (kmiller@santafecountynm.gov)  
Santa Fe County  
102 Grant Ave.  
Santa Fe, NM 87501

Re: Notice to Proceed

Enclosed please find the fully executed Grant Award Agreement 19-521-0410-0169. This document serves as your official notice to proceed with the Volunteer Fire Assistance Program for the Chimayo Volunteer Fire Department, effective February 22, 2019, and expiring on December 31, 2019. Brian Filip is responsible for the oversight of this project and will review and certify invoices submitted under this agreement.

A subrecipient that expends \$750,000 or more of federal awards (in the aggregate from any source) in a fiscal year is required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, 2 CFR 200, Subpart F – Audit Requirements, OMB Circular Compliance Supplement and Government Auditing Standards. A subrecipient that does not meet the \$750,000 audit threshold (Tier 7), must complete the Certification (Tiers 1 or 2) or Agreed Upon Procedures (Tiers 3-6) in accordance with the Audit Act, NMSA 1978, §§ 12-6-1 through 12-6-14. Compliance with state audit requirements requires one of the above-mentioned tiers to be on file with the New Mexico Office of the State Auditor (OSA).

A subrecipient that qualifies for Tiers 1 or 2 must submit a copy of the certification electronically to the Forestry Division federal grant coordinator or designee annually. The Forestry Division will download Tiers 3-7 requirements directly from the OSA website for review annually. Please note: If a subrecipient has a Single Audit (Tier 7) conducted, please ensure the Forestry Division is identified as the pass-through entity and the subaward number assigned is listed on the subrecipient's Schedule of Expenditures of Federal Awards as the pass-through entity. Non-compliance with the Single Audit Act or the State Audit Act, as cited above, may result in a loss of federal funds.

The current available federal funding for your contract originates from the Cooperative Forestry Assistance Grant from the U. S. Department of Agriculture (USDA) Forest Service under Federal Catalog of Federal Domestic Assistance (CFDA) #10.664. This contract does not include funding for Research and Development.



The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal or because all or a part of an individual's income is derived from any public assistance program. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA'S TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Sincerely,



Donald Griego  
New Mexico State Forester

Cc: Brian Filip, Santa Fe Fire Staff  
File



**GRANT AWARD AGREEMENT  
BETWEEN THE  
NEW MEXICO ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT  
AND  
SANTA FE COUNTY**

**THIS AGREEMENT** is made and entered into by and between the New Mexico Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division, and Santa Fe County for the Chimayo Volunteer Fire Department (CVFD).

This Agreement is entered by EMNRD's authority at NMSA 1978, §§ 68-2-6 and 68-2-8 and is subject to all federal legislation, regulations, and policies applicable to the U.S. Department of Agriculture, National Fire Plan - Volunteer Fire Assistance Program (VFA).

The parties mutually agree:

1. Scope of Work: CVFD shall purchase Personal Protection Equipment (PPE) or Fire Fighting Equipment (FFE).

A. CVFD may purchase the PPE or FFE from any source as long as CVFD follows its own procurement rules and policy when selecting a vendor. Firefighting boots, and individual items with a cost greater than \$5,000.00 are not eligible for purchase under this Agreement.

B. Communications equipment (portable and handheld radios) is eligible for purchase under this Agreement. All communications equipment CVFD purchases must be "Project 25" compliant (a national standard for communications equipment) and field programmable. No individual radio can cost more than \$5,000.00.

2. Compensation:

A. EMNRD shall reimburse CVFD 90% of items purchased only upon receipt of one detailed and certified statement evidencing purchase of and payment for equipment purchased under this Agreement along with copies of supplier invoices.

B. VFA grant award to CVFD shall be:

Amount of Grant:	\$11,000.00
Local Match:	\$ <u>1,100.00</u>
Total Budget:	\$12,100.00

C. CVFD must submit one Reimbursement Form (Attachment 1), including purchase orders, invoices, and cancelled checks, no later than December 15, 2019, or reimbursement cannot be made.

3. Auditing and Records: Expenditures made under this Agreement are regulated by the Office of Management and Budget Federal Circular 2 C.F.R. 200 *et seq.*

A. Equipment – Equipment CVFD acquires under this Agreement shall be subject to audit by EMNRD and shall be managed, used, and disposed of in accordance with 2 C.F.R. 200.33 (Attachment 2) and 2 C.F.R. 200.313. Title to the equipment vests in Santa Fe County.

B. Supplies – Supplies acquired under this Agreement that exceed \$100.00 per item shall be subject to audit by EMNRD pursuant to 2 C.F.R. 200.94 (Attachment 2) and 2 C.F.R. 200.314. Title to the supplies vests in Santa Fe County.

C. Financial Records – CVFD's financial records involving procurement and all other related records including programmatic records, supporting documents, and statistical records under this Agreement shall comply with all federal, state, and local government auditing requirements, including Subawards pursuant to 2 C.F.R. Part 200.92 (Attachment 2) and Cost Principles for State, Local, and Indian Tribal Governments pursuant to 2 C.F.R. 400 and parts thereof, and in particular federal grant management rules pertaining to the National Fire Plan – Volunteer Fire Assistance Grant. CVFD shall retain these records for six years after this Agreement's termination date.

4. Grant Award Provisions:

A. CVFD shall comply with all applicable provisions of U.S. Department of Agriculture, Forest Service, Grant No. 18-DG-11031600-051, Federal Fiscal Year 2018 Consolidated Payments Grant. The Division shall provide CVFD a copy of the grant with the Notice to Proceed.

B. This VFA grant is awarded on the basis of information provided in CVFD's application submitted for VFA funding in federal Fiscal Year 2019. To be eligible for cost sharing, CVFD shall purchase all equipment and supplies after the Agreement's effective date and no later than December 1, 2019.

C. CVFD must submit to EMNRD one reimbursement claim including reimbursement request, invoices, cancelled checks, and proof of payments no later than December 15, 2019 or reimbursement cannot be made. The reimbursement claim shall include the Agreement number for which the claim is being submitted, documentation of matching funds provided by CVFD and the total amount being requested by CVFD for reimbursement.

D. CVFD assures that it has legal authority to receive monies for purposes intended hereby and the ability and intention to finance its share of the costs of the PPE or FFE.

5. Term: This Agreement becomes effective when executed by an authorized representative of Santa Fe County and of EMNRD and when DFA encumbers funds for this Agreement. This Agreement shall terminate on December 31, 2019.

6. Termination: Either party may terminate this Agreement upon written notice delivered to the other at least 10 days prior to the intended termination date. By such termination, neither party may nullify or avoid any obligation required to have been performed prior to termination.

7. Amendment: This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto.

8. Appropriations: This Agreement's terms are contingent upon the New Mexico State Legislature and U.S. Department of Agriculture, Forest Service, granting sufficient appropriation and authorization. If sufficient appropriation or authorization is not granted, EMNRD may terminate this Agreement, or in the alternative suspend performance pending approval of sufficient appropriation or authorization, upon written notice from EMNRD to CVFD. EMNRD's decision as to whether sufficient appropriations are available shall be at its sole and absolute discretion and shall be final, binding, and accepted by CVFD.

IN WITNESS WHEREOF, the parties hereto have herein below executed this Agreement.

STATE OF NEW MEXICO, ENERGY, MINERALS AND NATURAL RESOURCES  
DEPARTMENT

By: [Signature]  
Cabinet Secretary or Designee

Date: 2/21/19

SANTA FE COUNTY

By: [Signature]  
Authorized Representative Signature

Date: 2.8.2019

Katherine Miller  
Printed Name and Title

County Manager

Approved as to form  
Santa Fe County Attorney

By: [Signature]  
Date: 2/14/19

Finance approved  
[Signature]  
2/16/19

Attachment 1

Reimbursement Form	
Date:	
Volunteer Fire Department (CVFD) Name:	
Fiscal Agent Name:	
CVFD Representative Name:	
Remit Address:	
SHARE Number:	
Invoice Number:	
Grant Amount Expended:	
Local Share Expended (Match): (This amount must be at least 10% of grant amount.)	
Total Amount Expended: (Total + Grant Amount + Local Share)	
Signature:	
Printed Name and Title:	
Must also attach the required purchase orders, invoices and cancelled checks	
Return this page and all required documentation to:	Brian W. Filip State of New Mexico Energy, Minerals and Natural Resources Department Forestry Division 1220 St. Francis Dr. Santa Fe, New Mexico 87505



Attachment 2

Code of Federal Regulations

Title 2: Grants and Agreements

Part 200: Uniform Administrative Requirements, Cost Principles, and Audit  
Requirements for Federal Awards

Subpart A: Acronyms and Definitions

**§200.33 Equipment.**

*Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

**§200.92 Subaward.**

*Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**§200.94 Supplies.**

*Supplies* means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment.

Source - Electronic Code of Federal Regulations: [www.ecfr.gov](http://www.ecfr.gov)



## Donna Morris

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**From:** Anaya, Sammy, PRC <Sammy.Anaya@state.nm.us>  
**Sent:** Tuesday, November 06, 2018 8:24 AM  
**To:** Donna Morris  
**Subject:** RE: Expenditure Clarification for Fire Protection Funding

Donna,

The request from Chimayo Fire District to use Fire Protection Fund monies in the range of \$1,200 for a 10% match toward an ENMRD grant to purchase wildland equipment is an allowable expenditure and is approved. If you have any questions or if I can be of further assistance feel free to contact me.

Sammy Anaya  
NMSFMO  
505-231-7162

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**From:** Donna Morris [<mailto:dmorris@santafecountynm.gov>]  
**Sent:** Monday, November 5, 2018 3:46 PM  
**To:** Anaya, Sammy, PRC  
**Cc:** Varela, Randy, PRC  
**Subject:** [EXT] Expenditure Clarification for Fire Protection Funding  
**Importance:** High

Hi Sammy,

The Chimayo Fire District is requesting to use Fire Funds for a grant match to purchase wildland equipment through ENMRD. The 10% match would be around \$1,200. Will you please send me an email authorizing the use of Fire Funds for this grant match?

Thank You,

Donna Morris

Senior Accountant  
Santa Fe County Fire Department  
(505)992-3082 Office  
(505)992-3073 Fax

The August 1<sup>st</sup> Total to the County 1<sup>st</sup> quarter Fiscal Year 2019 Fire Protection Fund allotment/distribution to your county fire departments is enclosed in the amount of \$966,448.40

Please refer to the Table below for your complete FY 19 Fire Protection Fund allotment/distribution quarterly amounts including NMFA amounts, if any, for each department within your County or County Fire District.

**Santa Fe County**  
**FY 19**  
**Fire Protection Fund Distribution**

DEPARTMENT	Total Distribution	NMFA AMOUNT	Total to Department (After NMFA Paid)	First Allotment August FY 19 40% Distribution	Second Allotment November FY 19 20% Distribution	Third Allotment February FY 19 20% Distribution	Fourth Allotment May FY 19 20% Distribution
Agua Fria	\$170,950.00	\$0.00	\$170,950.00	\$68,380.00	\$34,190.00	\$34,190.00	\$34,190.00
Chimayo	\$123,940.00	\$0.00	\$123,940.00	\$49,576.00	\$24,788.00	\$24,788.00	\$24,788.00
Edgewood	\$233,634.00	\$0.00	\$233,634.00	\$93,453.60	\$46,726.80	\$46,726.80	\$46,726.80
El Dorado	\$294,897.00	\$0.00	\$294,897.00	\$117,958.80	\$58,979.40	\$58,979.40	\$58,979.40
Galisteo	\$85,475.00	\$0.00	\$85,475.00	\$34,190.00	\$17,095.00	\$17,095.00	\$17,095.00
Glorieta Pass	\$179,500.00	\$0.00	\$179,500.00	\$71,800.00	\$35,900.00	\$35,900.00	\$35,900.00
Hondo	\$179,500.00	\$0.00	\$179,500.00	\$71,800.00	\$35,900.00	\$35,900.00	\$35,900.00
La Cienega	\$170,950.00	\$0.00	\$170,950.00	\$68,380.00	\$34,190.00	\$34,190.00	\$34,190.00
La Puebla	\$179,500.00	\$0.00	\$179,500.00	\$71,800.00	\$35,900.00	\$35,900.00	\$35,900.00
Madrid	\$85,475.00	\$0.00	\$85,475.00	\$34,190.00	\$17,095.00	\$17,095.00	\$17,095.00
Pojoaque	\$123,940.00	\$0.00	\$123,940.00	\$49,576.00	\$24,788.00	\$24,788.00	\$24,788.00
Santa Fe Co. Admin.	\$89,750.00	\$0.00	\$89,750.00	\$35,900.00	\$17,950.00	\$17,950.00	\$17,950.00
Stanley	\$202,292.00	\$0.00	\$202,292.00	\$80,916.80	\$40,458.40	\$40,458.40	\$40,458.40
Tesuque	\$148,159.00	\$0.00	\$148,159.00	\$59,263.60	\$29,631.80	\$29,631.80	\$29,631.80
Turquoise Trail	\$148,159.00	\$0.00	\$148,159.00	\$59,263.60	\$29,631.80	\$29,631.80	\$29,631.80
<b>Total to Santa Fe County</b>	<b>\$2,416,121.00</b>	<b>\$0.00</b>	<b>\$2,416,121.00</b>	<b>\$966,448.40</b>	<b>\$483,224.20</b>	<b>\$483,224.20</b>	<b>\$483,224.20</b>

The amount allocated covers the period from July 1, 2018, through June 30, 2019, and shall be expended only for the maintenance of the fire department, the purchase, construction, repair and operation of its fire stations, fire apparatus and equipment, the payment of insurance premiums on fire stations, substations, fire apparatus and equipment, and insurance premiums for injuries or death of firefighters as otherwise provided by law. Such funds are to be expended at the direction of the Chief of each fire department in accordance with the provisions of the Public Purchases Act, the Fire Protection Fund Act, and the State Fire Marshal's Rules and Regulations to the Act.





